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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

May 18, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement G

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Reference of Telephone Calls Regarding
Announcements of Purchases

It has been the practice, in the past, to refer incoming telephone calls to the telephone number of the purchase representative who prepared the announcement without giving his name. This has resulted in some confusion and, in the future, all announcements shall be closed as follows:

"If any further information is required concerning this purchase, please communicate with John Doe* of the Washington Office whose telephone number is Republic 4142, Extension 4143.

H. C. Albin
Chief, Special Commodities Branch
War Food Administration"

* The name inserted in this space shall be that of a representative of this Branch who has been designated to sign correspondence.

